

THE HANOVER PERSONNEL BY-LAW

**Including 20A Classification of Positions
and
20B Pay Schedule**

**(Accepted at Town Meeting, Tuesday, May 5, 1992)
(Amended at Annual Town Meeting Monday, May 3, 1993)
(Amended at Annual Town Meeting Monday, May 6, 1996)
(Amended by Board of Selectmen, August 1, 2003, per Annual Town
Meeting Vote May 13, 2002)
(Amended at Annual Town Meeting Monday, May 15, 2006)**

I. TITLE AND COVERAGE

I.1 Title

The Hanover Personnel By-law documents the employment, compensation and benefits policies for the employees of the Town of Hanover covered under this by-law. Policies, practices, and provisions included in this by-law may be changed at any time with the approval of Town Meeting.

This by-law contains the personnel policies, procedures, and provisions practiced at the time of publications. As additions, deletions, or revisions are approved, this by-law will be updated with amendments.

Throughout this by-law, “Town” refers to the Town of Hanover.

This by-law is a guide to working conditions for the employees of the Town of Hanover covered under this by-law. The Personnel By-law is not meant to be all-inclusive but to provide general information and answer questions. This Personnel by-law is not intended to create any contractual rights in favor of the Town, nor should you assume that it creates any contractual rights. Any statements to the contrary are disavowed and should not be relied on by any prospective or existing Town employee.

I.2 Persons covered Under This by-law

The personnel policies, procedures, and provisions contained in this by-law apply to all employees of the Town except those who are elected by popular vote or who are represented by a recognized bargaining agent, or under contract with the Board of Selectmen or the School Committee. The by-law, however, may be used as a reference in determining employment practices, payment of wages/salaries, and provision of benefits for those Town employees not covered by the By-law.

I.3 Effective Date

The Personnel By-law and amendments shall become effective upon acceptance by the Town. The by-law and amendments will take effect on July 1 following acceptance unless otherwise voted. This by-law may be amended, revised or revoked by the affirmative vote of those present and voting at any Town Meeting.

By-law amendment dates are noted in parentheses below each amended section.

II. EMPLOYMENT

II.1 Employment Policy

The Town selects applicants for employment and candidates for promotion and job transfer on the basis of their ability to perform the job and does not discriminate against any individual because of race, creed, color, national origin, ancestry, religion, marital status, age, handicap, or sex.

II.2 Employee Records

All employment records are considered confidential. They are kept by the personnel administrator and may not be viewed by anyone other than the applicable employee or his/her immediate supervisor on strictly a need to know basis. An employee may view his/her employment records by requesting access from the Personnel Administrator.

II.2.A

The Personnel Administrator shall, for all Town employees, covered, and not covered, by the Hanover Personnel By-law, be fully authorized to organize the administrative personnel practices, information and files, and compliance efforts required of the Town, in any manner needed to best administer authorized personnel practices of the Town. Further, in regards to compliance efforts required of the Town by the Federal or State Government, the Personnel Administrator shall be authorized to direct the efforts of any personnel in any department, notwithstanding any by-law, or other governing authority to the contrary, to achieve the required compliance.

(May 1993)

II.3 Recruitment

Department heads or boards must notify the Town personnel administrator when job openings occur. Written notification must be accompanied by a job description, required qualifications, and the number of regularly scheduled weekly working hours.

Within three working days a notice of vacancy will be posted on the Town Hall bulletin board and on bulletin boards in the following areas: school department, fire department, DPW, and the library. Qualified Town employees are encouraged to apply to the appropriate department to fill a job vacancy. Job vacancies may also be advertised in newspapers or professional publications, or may be advertised using other methods to find appropriate applicants. Each external applicant must complete a job application.

Each applicant's qualifications will be reviewed by the appropriate department head or board. Hiring decisions will be made by the appropriate department head or board within established procedures.

II.4 Veterans' Re-employment

Provisions shown below for veterans' re-employment are designed to be consistent with federal law. If any part of the Town's Veterans' Re-employment Policy is found to conflict with federal law or state law, that law shall govern.

A full time or permanent part time employee who leaves employment with the Town to become a member of the armed forces of the United States, may be entitled to his/her job held at the time of induction or to a job of similar pay and status without loss of seniority providing that the Town's employment situation has not changed to the extent that re-employment would be impossible or unreasonable.

To qualify for re-employment a veteran must have been separated from the military under honorable conditions and be qualified to perform the duties of the job. If the veteran has been disabled during military service, (s)he will be offered a job comparable in status and pay to his/her job at the time of induction provided that the Town's employment situation allows this job placement.

A veteran must apply to the Town for re-employment within ninety days of discharge from active service. For reservists and National Guard members returning from initial active duty or training of three consecutive months or more, the period for reapplication is thirty one days.

II.5 Promotions

A promotion is a change from an employee's current job grade to a higher grade. This change may involve a reclassification from part time to full time.

An employee who is promoted to fill a job vacancy will be paid at least the minimum wage/salary of the vacant job. An employee who has job-related qualifications or experience exceeding the minimum qualifications for the job or whose current wage/salary is more than the minimum of the salary range for the vacant job may be considered for a promotional increase.

Depending on the requirements for his/her new job, an employee may be required to submit evidence of a satisfactory physical examination to the Personnel Administrator.

II.6 Transfers

A transfer is a change of job in the same pay grade as the current job or a change to a job in a lower pay grade. A transfer may also involve changing status from part time to full time.

A transfer does not guarantee a salary review.

Depending on the requirements for his/her new job, an employee may be required to submit evidence of a satisfactory physical examination to the personnel administrator.

II.7 New Employees

Under the provisions of the Immigration Reform and Control Act of 1986, all new employees are required within three days of beginning work to present evidence to the personnel administrator of

their legal right to work in the United States. All new employees are also required to complete various forms, such as those required for tax withholding, and other records required for benefits eligibility. Depending on the requirements for his/her job, a new employee may also be required to submit evidence of a satisfactory physical examination to the Personnel Administrator. Pre-employment physical examinations must be conducted according to the Town's Pre-Employment Physical Policy.

A new employee will be subject to a six (6) month probationary period in a full-time or regular part-time position. During this probationary period, he/she may be terminated without benefit or recourse to any provisions of the By-Law. (August 2003)

III EMPLOYEE POLICIES

III.1 Hours of Work

Work schedules are set by department heads and/or boards and may be changed to meet Town needs.

III.2 Meal Breaks

Each employee working 6 or more continuous hours during a shift is entitled to an uncompensated meal break. Times for meal breaks are set by department heads and/or boards to meet the needs of the department/board.

III.3 Employee Classification

Full time employees are expected to fill jobs for an indefinite period of time unless otherwise provided for by state statute or the Town's General By-laws and are paid a salary. Clerical full time employees are regularly scheduled for 35 hours per week; production full time employees are regularly scheduled for 40 hours per week. Other full time employees are expected to work at least 35 hours per week to fulfill the work and responsibilities of their departments.

Permanent part time employees are expected to fill jobs for an indefinite period of time and are paid an hourly wage. Permanent part time employees are regularly scheduled to work less than a full time schedule and have worked that schedule for 16 or more consecutive weeks.

Temporary part time employees are expected to fill a job for a short time and are paid an hourly wage.

III.4 Overtime

All employees are expected to work the hours assigned by their department heads and/or boards. Any time worked over 40 hours in one week is overtime work. Whether or not an employee is paid for overtime work depends on the employee's job being classified as exempt or non-exempt.

Exemption and non-exemption from required overtime payments is defined by state and federal laws concerning compensation, hours worked, and scope of responsibility. The Classification of Positions shows each job covered under this by-law as "Exempt" or "Non-Exempt".

Exempt employees, such as department heads and professional and administrative employees, are not paid overtime.

Non-exempt employees are paid 1½ times their regular rate for hours actually worked over 40 hours in one week. A non-exempt employee who is required to work more hours than his/her regular schedule but less than 40 hours during a week will be paid his/her regular rate for the additional hours. If a non-exempt employee is called back to work during any period of time not considered a regular work shift, the employee will be paid 1½ his/her regular rate. Each non-exempt employee who is called back to work is guaranteed a minimum of at least 2 hours for each call back.

All overtime must be authorized by the appropriate department head or board.

III.5 Compensatory Time

Depending on the needs of the department or board, non-exempt employee may be eligible to receive compensatory time in lieu of overtime pay for overtime work. Compensatory time is calculated at the rate of 1½ time the actual number of hours worked over 40 in one week.

Employees should not accumulate more than 35 hour of compensatory time in any calendar quarter. Compensatory time should be used within 3 months of being earned. Schedules for taking compensatory time must be approved in advance by the appropriate department head and/or board.

III.6 Payroll Reporting

State and federal laws require that employers keep accurate records of hours worked by non-exempt employees. Department heads and/ or boards are responsible for completing required records of their employees' time worked. Payroll records are retained by the Town's Treasurer.

IV TOWN POLICIES

IV.1 Code of Ethics

Town employees, volunteers, and others who conduct Town business are bound by codes of professional and State ethics. Violators may be subject to disciplinary action up to and including termination.

IV.2 Sexual Harassment and Sex Discrimination

Sexual harassment of any employee, elected official, or volunteer for the Town is contrary to the Town's policy of providing a safe, secure, and professional work environment and will not be tolerated. Violation of this policy will result in disciplinary action up to and including termination.

"Sexual harassment" is defined by the Equal Opportunity Commission as "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." These constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the bases for employment decisions affection such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment includes threats or insinuations, either explicitly or implicitly, that an individual's refusal to submit to sexual advances will adversely affect employment, performance evaluation, compensation, advancement, assigned duties, shifts or any other conditions of employment or career development.

Other sexually harassing conduct in the workplace is also prohibited. This includes offensive sexual flirtations, advances, propositions; verbal abuse of a sexual nature; graphic verbal comments about an individuals' body; sexually degrading words used to describe an individual; the display in the workplace of sexually suggestive objects or pictures; and unwelcome touching or physical contact.

Every department head and board has an affirmative duty to maintain a workplace free of sexual harassment and intimidation. It is the responsibility of department heads and boards to discuss the policy with their employees and volunteers and assure them that they can work in security and dignity. Department heads and boards must immediately report any complaints about sexual harassment or abuse to the personnel administrator.

Any employee, elected official, or volunteer who is the victim of sexual harassment or abuse should report the abuse to his/her supervisor or the personnel administrator. Reports of sexual harassment will be handled with as much confidentially as can be maintained while properly investigating each incident. Only individuals on a need-to-know basis will be informed as to the identity of the complainant.

IV.3 Tardiness

All employees are expected to report to work at the time determined by their department heads or boards. Excessive and/or habitual tardiness may result in disciplinary action up to and including termination.

IV.4 Attendance

Regular attendance is an essential condition of employment. The Town considers more than 7 instances of absence during a 12 month period for any reason other than vacation, holidays, or approved Leave of Absence to be excessive.

Instances of absence are consecutive days out. An instance of absence may be one day out or many consecutive days out for a long term illness. An employee with excessive absences may be subject to disciplinary action up to and including termination.

An employee must report his/her absence to his/her supervisor or designee within ½ hour of his/her scheduled starting time.

IV.5 Job Classification

Town jobs are placed into job classifications after a job evaluation. Job descriptions for all jobs are classified according to an evaluation system that weighs such factors as the knowledge, problem solving, and accountability required to perform each job.

Pay for comparable positions in other towns and in other public organizations and the financial resources of the Town of Hanover are used as the basis for making recommendations for salary range increases to Town Meeting.

An employee with a satisfactory performance rating whose base pay is below the range minimum of his/her salary grade will be brought to the range minimum on July 1 of the date following Town Meeting approval of salary range increases, subject to appropriation.

IV.6 Wage/Salary Merit Increases

A recommendation for wage/salary increases for employees covered under the by-law is made to Town Meeting each year. The recommendation is for the total sum of money to be allocated to departments and boards for merit increases. Merit increases are recommended by department heads/boards for individual employees based on each employee's performance level and current placement within his/her job salary range. To ensure that individual employees are fairly paid and the total merit increases do not exceed the amount approved by Town Meeting, all merit increases will be approved by the Selectmen.

IV.6B Service Awards

Effective July 1, 2004, the service award will be as follows:

5 - 9 years of continuous service	\$ 400.00
10 - 14 years of continuous service	850.00
15 - 19 years of continuous service	1,500.00
20 - 24 years of continuous service	2,000.00
25 + years of continuous service	2,900.00

These awards are to be paid as earned on an hourly rate based on the annual figure divided by 1827 for 35 hour/week employees and based on the annual figure divided by 2088 for 40 hour/week employees, as follows:

<u>35 hour per week employees</u>	<u>40 hour per week employees</u>
\$ 400/1827= .22	\$ 400/2088= .19
\$ 850/1827= .47	\$ 850/2088= .41
\$1,500/1827= .82	\$1,500/2088= .72
\$2,000/1827=1.09	\$2,000/2088= .96
\$2,900/1827=1.59	\$2,900/2088=1.39

(August 2003)

IV.7 Performance Evaluation

Annually every employee is given a performance evaluation by his/her department head or board. An employee's overall performance may be evaluated as (1) not meeting job standards, (2) meeting job standards, or (3) exceeding job standards.

An employee with a performance evaluation of "not meeting job standards" may be subject to disciplinary action up to and including termination.

IV.8 Disciplinary Procedure

If an employee's performance, attendance, or behavior is not satisfactory, his/her department head or board may issue a documented warning stating the issue and giving suggestions for improvement. The warning must also include measurable goals, a timetable for improvement, and a statement that the employee will be subject to further disciplinary action up to and including termination if goals for improvement are not met. A copy of the warning is given to the employee and a copy sent to the personnel administrator for inclusion in the employee's file.

IV.9 Appeals

An employee aggrieved by any portion of this by-law has the right to appeal. Within 5 working days of the alleged event or after the employee becomes aware of the alleged event, the employee must file a written complaint with his/her department head or board. The department head or board must respond in writing within 5 working days after receiving the complaint.

If the employee is not satisfied with the response, (s)he may, within 5 working days, file a written appeal with the personnel administrator. The personnel administrator will respond with a written decision within 12 working days.

V. BENEFITS

V.1 Accident, Illness, and Personal Time

A full time employee or a permanent part time employee regularly working 20 or more hours per week who is unable to work due to injury from an accident that is not work related, illness, or important personal business may be eligible for paid Accident, Illness, Personal Time (AIP Time).

A full time employee is credited with 15 AIP days on his/her employment date. After completing 1 full calendar year of full time work, a full time employee accrues paid AIP Time at the rate of 1 ¼ paid AIP Time days for each completed month of full time work. A permanent part time employee regularly working 20 or more hours per week accrues paid AIP Time at the rate of ½ paid AIP Time day for each completed month of work at 20 or more hours per week. Paid AIP Time may be accrued up to 200 paid AIP Time days. (August 2003)

An employee accrues paid AIP Time during vacation and paid sick leave, but does not accrue paid AIP Time when absent from work without pay from the Town or when receiving Workers' Compensation benefits.

An employee who must conduct important personal business during working hours must be excused from work by his/her department head/board before taking time off for personal business. Days off, whether paid or unpaid, to conduct important personal business are limited to three days per employee per fiscal year.

An employee who has no accrued paid AIP Time, days off because of illness, non-employment related injury, or personal business, will not be paid.

A department head or board may require a physician's certificate during an employee's absence or before his/her return to work.

When an employee with 25 years or more of service dies, or becomes a participating retiree in the Plymouth county Retirement Plan as verified by the county Treasurer, or becomes a participating retiree in a Selectmen approved retirement plan, (s)he or his/her estate will receive 75% of his/her accrued paid AIP Time up to a maximum of 113 paid AIP Time days. When an employee with less than 25 years of service dies, or becomes a participating retiree in the Plymouth County Retirement Plan as verified by the County Treasurer, or becomes a participating retiree in a Selectmen approved retirement plan, (s)he or his/her estate will receive 50% of his/her accrued paid AIP Time up to a maximum of 75 paid days. Payment will be made no later than 30 days following retirement or death.

For employees whose start date is on or after July 1, 2006, a maximum sick leave buyback cap of \$7,500 shall exist. Also, for employees hired on or after that date, a divisor of 260 will be used for purposes of calculating the sick leave buyback. (May 15, 2006)

V.2 Workers' Compensation

An employee who is injured on the job or who is exposed to a contagious or infectious disease in the line of duty and is certified by a physician as contracting that disease may be eligible for Workers' compensation benefits.

An employee who has an employment related injury and is receiving Workers' compensation lost wages payments or comparable disability benefits may elect to be paid accrued AIP Time to make up the difference between disability payments and his/her regular base wage/salary. These supplemental payments will be charged against the employee's accrued AIP Time.

Employees receiving Workers' Compensation lost wages benefits do not accrue paid AIP Time.

V.3 Health Insurance

Group health insurance coverage is administered by the Town Treasurer and is offered to regular Town employees according to the provision of MGL Ch. 32B as amended and accepted by the Town, various Federal regulations such as COBRA, and policies established by the Board of Selectmen.

V.4 Continuation of Health Insurance

When an employee who is a member of the Town's group health insurance plan ceases his/her employment, (s)he and his/her eligible dependents may be eligible to continue health insurance under the provisions of COBRA.

V.5 Group Life Insurance

Regular Town employees are eligible for life insurance according to the provisions of MGL Ch. 32B and its amendments as accepted by the Town.

V.6 Retirement

Membership in the Plymouth County Retirement Plan or other Town approved plans is provided for regular Town employees according to the provisions of MGL Ch. 32 and its amendments as accepted by the Town.

V.7 Catastrophic Illness and Major Disabilities

The Town is committed to providing fair treatment and a safe working environment for all employees.

Employees may use their accrued paid AIP Time if they are unable to perform an essential function of their jobs because of illness or non-job related injury. An employee unable to work because of a work related injury may be eligible for Workers' Compensation benefits.

V.8 Privacy and Confidentiality

A strict policy of employee privacy and confidentiality will be followed in connection with any illness, disability, leave of absence, or other personnel issue. All information pertaining to employee health is considered confidential. Such information will not be disclosed to anyone in the workplace unless they have a legitimate right to know. The personnel administrator will determine when such a disclosure should be made.

The Town considers employee privacy to be a serious matter and will take all reasonable steps to ensure an employee's privacy. Any employee who discloses confidential information in violation of this policy will be subject to disciplinary action up to and including termination. Any breach of privacy should be reported immediately to his/her department head or board.

V.9 Maternity Leave of Absence

For female employees who have successfully completed the probationary period specified when they were hired, the Town provides up to eight weeks of unpaid leave of absence for childbirth or adoption of a child under age 18 or a child under 23 if the child is mentally or physically disabled according to the provisions of MGL Ch. 149. 105D, as amended. All expectant mothers must notify their department heads or boards in writing at least two weeks in advance about the reason for and the approximate dates of their maternity leave.

Expectant mothers may use their accrued paid AIP Time if they will be disabled during their maternity leaves. A physician's certificate of disability including the reason for the disability and the inclusive dates when the employee will be disabled must be submitted to the personal administrator before use of accrued paid AIP Time will be considered for approval.

When an employee returns to work, she will be restored to her previous position or a similar one. There will be no loss of seniority or benefits to which she was entitled when she began her leave.

V.10 Leave of Absence

Full time and permanent part time employees who have completed 12 months of continuous employment immediately preceding their request, may request an unpaid leave of absence. There is no guarantee that a position will be available at the end of the leave. However, every effort will be made to place the employee in the same position or a similar position.

Requests for leaves of absence must be made to the appropriate department head or board. Requests for leaves of absence will be considered by the appropriate department head or board and approved or disapproved depending on the needs of the Town. All requests for leaves of absence that have been approved by department heads or boards must also be approved by the Selectmen.

Employees on leaves of absence are responsible for contributions to benefit plans that would be deducted from their paychecks. AIP Time and vacation time are not accrued while on leave. Holidays are not paid.

V.11 Bereavement Pay

In the event of the death of an employee's spouse, child grandchild, parent, grandparent, grandchild, parent-in-law, brother, sister, brother or sister-in-law, stepchild, stepparent or sole survivor responsible for funeral arrangements of a close relative, the employee's department head or board may authorize up to four days absence with pay. In the event of the death of an employee's aunt, uncle, cousin, or grandparent-in-law, the department head or board may authorize a one day leave of absence with pay. (August 2003)

V.12 Jury Duty

The town will provide the difference between an employee's base wage/salary and jury duty pay for a maximum of 30 calendar days when an employee is called to serve on a jury. The employee must notify his/her supervisor immediately that (s)he has been called to jury duty. In order to receive the difference in pay, the employee must provide the Town Accountant with the court's verification voucher.

V.13 Witness and Other Fees

Any employee who receives a fee for service because (s)he is a Town employee must pay the fee into the Town treasury according to General By-Law Provisions 5-1 Section 9.

V.14 Military Leave

Military leave will be granted for annual two week reserve training in the armed forces of the United States. A written request for leave and a copy of the employee's military orders must be presented to the employee's department head or board as soon as the employee is informed of his/her schedule.

The Town will pay the difference between an employee's military pay and his/her base wage/salary. An employee may request this payment by presenting a copy of his/her paymaster voucher to the Town Accountant.

V.15 Holidays

Full time employees will be paid for the following Town holidays that are observed on their regularly scheduled work days:

New Year's Day	Memorial Day
Independence Day	Thanksgiving Day
Presidents' Day	Labor Day
Martin Luther King Day	Columbus Day
Patriots' Day	Christmas
Veterans' Day	

Part time employees will receive holiday pay if a Town holiday falls on one of their regularly scheduled work days. A part time employee's holiday pay will be figured according to the number of hours (s)he is regularly scheduled to work on that day.

A Town holiday that falls on a Saturday will be celebrated on Friday; a Town holiday that falls on a Sunday will be celebrated on Monday.

A full time employee filling a job classified as "non-exempt" who is required to work on one of the above holidays will be paid 1½ times his/her regular rate plus straight time holiday pay for the hours worked during his/her regular shift. Additionally, an employee who works hours in excess of his/her regularly scheduled shift will be paid 1½ times his/her regular base rate for those excess hours, but will receive no additional holiday pay.

V.16 Vacations

Full time and permanent part time employees are eligible for paid vacation time according to the following schedule. July 1 of the calendar year of hire shall be used for purposes of calculating the beginning of 5, 10, and 15 years of service employed for vacation benefits. Part time employees averaging less than 20 hours per week in any eight week cycle during the fiscal year, shall not be eligible for vacation benefits. (May, 1996)

Aggregate Employment Time in the 12 months Prior to July 1	Weeks of Vacation as of July 1
20 - 29 weeks	1
30 weeks - 4+ years	2
5 years - 9+ years	3
10 years - 14+ years	4
15+ years	5

Full time employees and permanent part time employees are paid their regular base rate for vacation weeks.

Vacation schedules must be approved in advance by department heads and boards. A maximum of 5 vacation days may be carried into the next fiscal year with the approval of the appropriate department head/board. This vacation time must be used within the first quarter of the next fiscal year or the vacation time will be forfeited.

Employees who are out of work on July 1 for any reason other than vacation are not eligible to receive vacation benefits until they return to work. Time out of work will be deducted from the aggregate time worked in the previous twelve months to compute the length of paid vacation time for each employee.

V.17 Annual Eye Examinations

Annual eye examinations for employees who regularly work on a computer will be provided by the Town; up to a maximum of \$100.00 annually. (August 2003)

The Board of Selectmen are authorized to establish benefits for the employees covered under the Personnel By-law in keeping with benefits allowed other employees of the Town. (May 2002)

VI TERMINATION

VI.1 Termination

A termination occurs when an employee ceases to be employed by the Town. The employee's final paycheck will reflect the hours worked during the final pay period, as well as any other payment owed to the employee.

A terminated employee's group health insurance is canceled as of the end of the last month worked. A terminated employee and/or his/her spouse and/or eligible children may be eligible to continue group coverage under COBRA provisions.

A terminated employee's group life insurance coverage ceases after employment terminates. A terminated employee may apply for continuation of coverage if eligible.

VI.2 Resignation

Resignation is at the employee's discretion. The Town requests that employees give two weeks' written notice. The personnel administrator and/or the employee's department head or board will meet with the employee to discuss the reasons that the employee is leaving.

VI.3 Release

Release is a permanent separation initiated by the Town as the result of the elimination of a job or of a reduction in force. The qualification of employees whose jobs are being eliminated or who are affected by a reduction in force will be considered and, if possible, those employees will be placed to fill vacancies in other Town jobs. Employees who are released will be recalled according to their qualifications to fill vacant positions.

VI.4 Discharge

Discharge is a permanent separation initiated by the Town. With the exception of employees hired under a by-law or statutory requirement for a defined period of time, the Town may discharge an employee at any time for any reason or for no reason.

Discharge of any employee may be warranted by, but not exclusive to:

- destroying, defacing, or damaging Town property or the property of another employee;
- theft, pilferage, or unauthorized removal of property;
- erroneous judgment that results in loss of equipment or money or that puts the Town in jeopardy;
- possession of or being under the influence of alcohol or illegal substances on Town property or during the workday;
- misrepresentation or falsification of employment or medical records;
- possession of unauthorized weapons on Town property or during the workday;
- refusing to perform assigned tasks or performing in an insubordinate manner.

Employees who are discharged for cause are not eligible for termination pay or rehire.

PERSONNEL BY-LAW
20A CLASSIFICATION OF POSITIONS
EFFECTIVE JULY 1, 2010

POSITION TITLES*	PAY SCHEDULE	CLASS**
PLAYGROUND ASSISTANT	HOURLY	B
LIBRARY PAGE	HOURLY	B
ELECTION WORKER	HOURLY	B
CLERICAL INTERMITTENT	HOURLY	C
VAN DRIVER	HOURLY	C
TRANSPORTATION COORDINATOR	HOURLY	C
INSPECTOR OF ANIMALS	HOURLY	C
TEMPORARY ASSISTANT REGISTRAR	HOURLY	C
SEASONAL LABORER	HOURLY	D
ASSIST. RECREATION DIR.	HOURLY	D
REGISTRAR OF VOTERS, ASST. REGISTRAR	HOURLY	D
INTERN	HOURLY	D
GRANT AGENT	HOURLY	D
ASISTANT ANIMAL CONTROL OFFICER	HOURLY	D
DEPUTY INSPECTOR OF WEIGHTS & MEASURES	HOURLY	E
INSPECTOR OF WEIGHTS & MEASURERS	HOURLY	E
ANIMAL CONTROL OFFICER	HOURLY	E
SENIOR CLERICAL INTERMITENT	HOURLY	E
OUTREACH COORDINATOR	HOURLY	E
FIELD MEASURER	HOURLY	E
CONSTABLE	HOURLY	E
ACTIVITIES ASSISTANT	HOURLY	E
CALL FIREFIGHTER, CALL LIEUTENANT, STATION LIEUTENANT	HOURLY	E
DIRECTOR OF VETERANS' SERVICES	HOURLY	F
ADMINISTRATIVE ASSISTANT	HOURLY	F
PUBLIC HEALTH NURSE	HOURLY	F
MATRON	HOURLY	F
ELECTRICIAN, CARPENTER, PLUMBER, PAINTER,HVAC TECHNICIAN	HOURLY	G
ADMINISTRATIVE ASSISTANT	HOURLY	G
REGISTERED NURSE	HOURLY	G
INSPECTORS; WIRING, GAS, PLUMBING	HOURLY	G
SENIOR ADMINISTRATIVE ASSISTANT SEL.	HOURLY	G
RECREATION PROGRAM DIRECTOR	HOURLY	G
COMPUTER SUPPORT SPECIALIST	HOURLY	G
COMMUNITY PRESERVATION COORDINATOR	HOURLY	G
ASSISTANT TOWN ACCOUNTANT	SALARY	G
ASSISTANT TREASURER	SALARY	G
RECREATION ADMINISTRATOR	SALARY	H
ELDERLY SERVICES DIRECTOR	SALARY	H
PERSONNEL ADMINISTRATOR	SALARY	H
MUNICIPAL INSPECTOR/ASSISTANT. HEALTH AGENT	HOURLY	H
LOCAL INSPECTOR	HOURLY	H
FOOD INSPECTOR	HOURLY	H
CONSERVATION AGENT	SALARY	H
ASSISTANT ASSESSOR/APPRaiser	SALARY	H
TOWN PLANNER	SALARY	H
NURSE ADMINISTRATOR	SALARY	H
CHILDREN'S LIBRARIAN	SALARY	H
REFERENCE LIBRARIAN	SALARY	H
DEPUTY SUPERINTENDENT OF PUBLIC WORKS	SALARY	I
HEALTH AGENT	SALARY	I
CHIEF LIBRARIAN	SALARY	I
BUILDING COMMISSIONER	SALARY	I
TOWN TREASURER/COLLECTOR	SALARY	I
COMPUTER COORDINATOR	SALARY	I
ENGINEERING MANAGER	SALARY	I

*Changing of, or adding Titles between Annual Town Meeting can only take place with the approval of the Personnel Administrator.

**Reclassification of positions between Annual Town Meeting can only take place with the approval of the Personnel Administrator.

**PERSONNEL BY-LAW
20B PAY SCHEDULE
EFFECTIVE JULY 1, 2007**

*******RANGE*******

CLASS	Minimum			Midpoint			Maximum		
A	16,704	8.00							
B	16,704	8.00	HR	21,653	10.37	HR	26,601	12.74	HR
C	17,226	8.25	HR	25,217	12.08	HR	33,028	15.90	HR
D	17,748	8.50	HR	26,267	12.58	HR	34,786	16.66	HR
E	20,880	10.00	HR	30,903	14.80	HR	40,925	19.60	HR
F	24,012	11.50	HR	35,538	17.02	HR	47,064	22.54	HR
G	27,144	13.00	HR	40,173	19.24	HR	53,202	25.48	HR
H	32,886	15.75	HR	48,672	23.31	HR	64,457	30.87	HR
I	41,760	20.00	HR	61,805	29.60	HR	81,850	39.20	HR

*HOURLY WAGES ARE CALCULATED BY THE FOLLOWING FORMULA:
ANNUAL SALARY DIVIDED BY 2088 HOURS. (NON LEAP YEARS)